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Partner Alliance  
for Safer Schools

# **SCHOOL SAFETY AND SECURITY CHECKLIST**



## DISTRICT-WIDE LAYER

### • POLICIES AND PROCEDURES

	TIER 1	TIER 2	TIER 3	TIER 4	Our Status			
					Achieved	In Progress	Future Need	Not Required
» School and District Emergency Protocols & Responsibilities Defined	✓	✓	✓	✓				
» Dedicated Security Director/Department	✓	✓	✓	✓				
» Climate and Cultural Survey of Stakeholders	✓	✓	✓	✓				
» Establishment of Safety Policies and Procedures	✓	✓	✓	✓				
» Sharing Maps and Other Facility Information With Law Enforcement, Fire and EMS	✓	✓	✓	✓				
» District-Wide Physical Security Standards	✓	✓	✓	✓				
» Annual Physical Security Assessments Based on District-Wide Standards	✓	✓	✓	✓				
» Ensure Maintenance of Security Technology Implementations	✓	✓	✓	✓				
» Incident Report Documentation System	✓	✓	✓	✓				
» Independent Security Assessment on 5-Year Cycle				✓				

### VISITOR MANAGEMENT SYSTEM

» Visitor Badging System	✓	✓	✓	✓				
» Electronic Visitor Management System		✓	✓	✓				

### STUDENT AND STAFF IDENTIFICATION

» Volunteer Background Checks	✓	✓	✓	✓				
» Student Identification Badges	✓	✓	✓	✓				
» Smart Card Identification Badges			✓	✓				
» Biometrics-Based Authentication				✓				

### CYBERSECURITY AND NETWORK INFRASTRUCTURE

» Segregate Physical Security Network From Administrative and Student Networks	✓	✓	✓	✓				
» Optimize Power Over Ethernet Cabling Infrastructure to Support Security Devices	✓	✓	✓	✓				
» MDF and IDF Frame for Servers, Connections and Head End Security Hardware	✓	✓	✓	✓				
» Implement All Available Software and Firmware Updates	✓	✓	✓	✓				
» Ensure Security Equipment Software and Firmware is Up to Date	✓	✓	✓	✓				
» Incident Response and Redundancy Plan for Critical Security Systems	✓	✓	✓	✓				
» Cybersecurity Best Practices Training	✓	✓	✓	✓				
» Internal and External Penetration Testing		✓	✓	✓				
» Automated Vulnerability Scanning		✓	✓	✓				
» Compromise Assessment		✓	✓	✓				
» Network Intrusion Detection			✓	✓				
» Compromise Assessment			✓	✓				
» Next-Generation Firewalls			✓	✓				
» District-Wide Managed IT Network Cybersecurity Operations				✓				

### • PEOPLE (ROLES AND TRAINING)

» Empower All Staff to Initiate Emergency Procedures	✓	✓	✓	✓				
» Biannual All Hazard Scenario-Based Drills With Community Partners	✓	✓	✓	✓				
» Empower Community to Share Concerns Through Anonymous Reporting	✓	✓	✓	✓				
» Train All Staff and Volunteers on Mandated Reporting Requirements and Protocols	✓	✓	✓	✓				
» First Responder Training for School Personnel Based on Local Needs	✓	✓	✓	✓				



## DISTRICT-WIDE LAYER (cont.)

	TIER 1	TIER 2	TIER 3	TIER 4	Our Status			
	Achieved	In Progress	Future Need	Not Required				
<b>• ARCHITECTURAL</b>								
» Facility and Vicinity Mapping	✓	✓	✓	✓				
» Printed or Electronic "Tactical Floor Plans"		✓	✓	✓				
» Building Information Modeling (BIM)			✓	✓				
<b>• COMMUNICATION</b>								
» Memorandums of Understanding (MOUs) With Emergency Responders for Threat Information Sharing and Building Access	✓	✓	✓	✓				
» MOUs With Hospitals, Religious Organizations, Community Centers and Red Cross	✓	✓	✓	✓				
» Wide-Area Two-Way Radio System	✓	✓	✓	✓				
» Trunked Radio System		✓	✓	✓				
» Mass Notification Unified With Emergency Communications System			✓	✓				
<b>WEATHER MONITORING</b>								
» Monitor NOAA Local Weather Information	✓	✓	✓	✓				
» Weather Monitoring Service		✓	✓	✓				
» Weather Monitoring Station at Central School Facility			✓	✓				
» Weather Monitoring Station at School Facilities Every 10 Miles				✓				
<b>• ACCESS CONTROL</b>								
» Command Staff/Responder Access to Keys or Credentials for Emergency Entry	✓	✓	✓	✓				
» Access Control System Equipped With Remote Door Release Capability			✓	✓				
» All Command Staff Possess Keys and/or Access Credentials			✓	✓				
» All Responders Possess Keys and/or Access Credentials				✓				
» Electronic Access Control for IDF & MDF Rooms w/Key Override				✓				
<b>AUXILIARY BUILDINGS</b>								
» Implement Security Plan Specific to Auxiliary Buildings	✓	✓	✓	✓				
<b>TRANSPORTATION</b>								
» Interoperable Radio System for All Buses and School Vehicles	✓	✓	✓	✓				
» GPS Tracking System for All Student Transportation Vehicles	✓	✓	✓	✓				
» Bus Video Surveillance System		✓	✓	✓				
» Card-Based Check-In				✓				
» Biometric-Based Check-In				✓				
<b>• VIDEO SURVEILLANCE</b>								
» Use and Data Retention Policy	✓	✓	✓	✓				
» MOUs with Law Enforcement for Sharing Video Data	✓	✓	✓	✓				
» Incorporation of Video Surveillance Into Emergency Response Plans	✓	✓	✓	✓				
» Camera Standardization		✓	✓	✓				
» Recording System Standardization			✓	✓				
» Video Verification of Alarms to Monitoring Service or Security Operations Center (SOC)				✓				
<b>• DETECTION AND ALARMS</b>								
» Intrusion Detection System for All Buildings Centrally Monitored	✓	✓	✓	✓				
» Duress Alarms Centrally Monitored	✓	✓	✓	✓				
» Duress Alarms Sent to Law Enforcement		✓	✓	✓				
» Duress Alarms Monitored by a District-Wide SOC			✓	✓				
» Intrusion and Duress Alarms Monitored by a District-Wide SOC				✓				



## PROPERTY PERIMETER LAYER

### • POLICIES AND PROCEDURES

	TIER 1	TIER 2	TIER 3	TIER 4	Achieved	In Progress	Future Need	Not Required
» Implement NCS4 Best Practices for Outdoor Activities and Events	✓	✓	✓	✓				
» Security Patrols		✓	✓	✓				
» Annual Assessment for Lighting			✓	✓				

### • ARCHITECTURAL

» Signage Directing Visitors to a Designated Entrance	✓	✓	✓	✓				
» Apply CPTED Principles to Promote Territorial Reinforcement	✓	✓	✓	✓				
» Trespassing, Video Surveillance and Access Notification Signage	✓	✓	✓	✓				
» Properly Positioned Exterior Lights	✓	✓	✓	✓				
» Debris Clearance	✓	✓	✓	✓				
» Gates at Entrances		✓	✓	✓				
» Landscaping to Control Vehicle Access		✓	✓	✓				
» Lighting to Enhance Video Surveillance			✓	✓				

### • COMMUNICATION

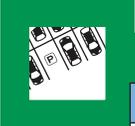
» Audible Mass Notification for Students and Staff	✓	✓	✓	✓				
» Local Area Two-Way Radio System Between Office and Staff		✓	✓	✓				
» Visual Indicators Specific to Hazard			✓	✓				
» Digital Low-Band Radio System Connected to District-Wide System			✓	✓				
» Audible and Visual Mass Notification Tied to District-Wide System				✓				

### • ACCESS CONTROL

» Manual Access Gates		✓	✓	✓				
» Electronic Access Gates				✓				

### • VIDEO SURVEILLANCE

» Fixed Camera, Wide Area Coverage	✓	✓	✓	✓				
» Wide Dynamic Range Cameras	✓	✓	✓	✓				
» Infrared (IR) Cameras or Lighting		✓	✓	✓				
» Wireless Video Data Transmission		✓	✓	✓				
» PTZ Camera Coverage		✓	✓	✓				
» Loitering Detection Analytics		✓	✓	✓				
» Perimeter Video Analytics				✓				
» People Identification at Gates or Points of Entry				✓				



## PARKING LOT PERIMETER LAYER

	TIER 1	TIER 2	TIER 3	TIER 4	Our Status			
	Achieved	In Progress	Future Need	Not Required				
<b>• POLICIES AND PROCEDURES</b>								
» Security Training for Staff and Volunteers	✓	✓	✓	✓				
» Parking Tags	✓	✓	✓	✓				
» Assign Staff to Periodically Check Parking Lot		✓	✓	✓				
» Persistent Staff Patrol			✓	✓				
» RFID Parking Tags			✓	✓				
» Staff Capability to Initiate Emergency Protocols From Exterior				✓				
<b>• ARCHITECTURAL</b>								
» Apply CPTED Principles to Enhance Natural Surveillance	✓	✓	✓	✓				
» Signage (Directing to Appropriate Areas)	✓	✓	✓	✓				
» Signage Directing to Emergency Communication Device	✓	✓	✓	✓				
<b>• COMMUNICATION</b>								
» Wide Area Mass Notification System (MNS)			✓	✓				
» Two-Way Emergency Phones			✓	✓				
» Audible and Visual Mass Notification Tied to District-Wide System				✓				
<b>• ACCESS CONTROL</b>								
» Barrier Gates Integrated With Access Control				✓				
<b>• VIDEO SURVEILLANCE</b>								
» Fixed Camera, Wide Area Coverage	✓	✓	✓	✓				
» Wide Dynamic Range Cameras (when conditions require)	✓	✓	✓	✓				
» People Identification Field of View at Pickup/Drop-off Area		✓	✓	✓				
» Loitering Detection Analytics			✓	✓				
» PTZ Camera Coverage			✓	✓				
» Audio Analytics Integration				✓				
» License Plate Recognition (LPR) and Data Integration				✓				



## BUILDING PERIMETER LAYER

	TIER 1	TIER 2	TIER 3	TIER 4	Our Status			
	Achieved	In Progress	Future Need	Not Required				
<b>• POLICIES AND PROCEDURES</b>								
» Categorization of All Exterior Openings	✓	✓	✓	✓				
» Entrances Marked With First Responder Numbering System	✓	✓	✓	✓				
» Policy Established for Control of Exterior Openings	✓	✓	✓	✓				
» Key Control Procedures	✓	✓	✓	✓				
» Complete Distributed Antenna System (DAS) Site Survey	✓	✓	✓	✓				
<b>• PEOPLE (ROLES AND TRAINING)</b>								
» Staff Trained to Lock/Unlock Doors per Policy	✓	✓	✓	✓				
» Visitor Management Policy/Process Training	✓	✓	✓	✓				
<b>• ARCHITECTURAL</b>								
» Signage (Directing to Appropriate Areas)	✓	✓	✓	✓				
» Apply CPTED Principles Allowing Natural Access Control and Surveillance	✓	✓	✓	✓				
» Secured Vestibule	✓	✓	✓	✓				
» Emergency Building Access System for Fire/Law Enforcement	✓	✓	✓	✓				
» DAS (New Construction/Renovation)	✓	✓	✓	✓				
» One-Way Film on Exterior Windows to Prevent Visual Access	✓	✓	✓	✓				
» Security Film on Exterior Door Vision Panels and Sidelites	✓	✓	✓	✓				
» Ballistic Security Glass for Exterior Door Vision Panels and Sidelites			✓	✓				
<b>• COMMUNICATION</b>								
» Public Address System	✓	✓	✓	✓				
» Main Entry Door Intercom with Two-Way Communications		✓	✓	✓				
» Audible and Visual Mass Notification Tied to District-Wide System				✓				
» Unify Communication Systems With Video Surveillance and Access Control				✓				
<b>• ACCESS CONTROL</b>								
» All Exterior Doors Secured With Lock or Exit Device	✓	✓	✓	✓				
» Patented/Restricted Key System	✓	✓	✓	✓				
» Key Management System	✓	✓	✓	✓				
» Cylinder Dogging With Indicator	✓	✓	✓	✓				
» Door Status Monitoring	✓	✓	✓	✓				
» Electronic Access Control of Primary Entrances	✓	✓	✓	✓				
<b>• VIDEO SURVEILLANCE</b>								
» Video Intercom at Visitor Entrance Points	✓	✓	✓	✓				
» Interior, Fixed Camera Coverage for All Entrance Points	✓	✓	✓	✓				
» Wide Dynamic Range Cameras (When Conditions Require)	✓	✓	✓	✓				
» Exterior, Fixed Camera Coverage at All Entry Points		✓	✓	✓				
» Loitering Detection Analytics at Entry Points			✓	✓				
<b>• DETECTION AND ALARMS</b>								
» Intrusion Detection System on all Exterior Access Points	✓	✓	✓	✓				
» Intrusion Detection System Monitored 24/7	✓	✓	✓	✓				
» Partitioned Intrusion Detection			✓	✓				
» Automated Threat Detection				✓				



## CLASSROOM/INTERIOR PERIMETER LAYER

	TIER 1	TIER 2	TIER 3	TIER 4	Our Status				
	Achieved	In Progress	Future Need	Not Required					
<b>• POLICIES AND PROCEDURES</b>									
» Classroom Doors Closed and Locked When Occupied	✓	✓	✓	✓					
<b>• PEOPLE (ROLES AND TRAINING)</b>									
» Teachers, Staff and Substitutes Trained on Emergency Protocols	✓	✓	✓	✓					
<b>• ARCHITECTURAL</b>									
» Security Film on Door Vision Panels and Sidelites	✓	✓	✓	✓					
» "Narrow-Lite" Style Classroom Doors with Blinds	✓	✓	✓	✓					
» Compartmentalize Building with Cross-Corridor Doors	✓	✓	✓	✓					
» Reinforced Walls at Shelter in Place Areas (New Construction)	✓	✓	✓	✓					
» Safety/Security Optimization of Classroom Door Installation (New Construction)	✓	✓	✓	✓					
<b>• COMMUNICATION</b>									
» Public Address System	✓	✓	✓	✓					
» E-911 Added to Phone System (No Codes)	✓	✓	✓	✓					
» Two-way Intercom System With Call Buttons		✓	✓	✓					
» Duress Button System - Office and Classroom		✓	✓	✓					
» In-Building Emergency Communication System			✓	✓					
» Distributed Antenna System (DAS)			✓	✓					
» Mass Notification Tied to District-Wide System			✓	✓					
» Building-Wide Communication via Outside Calls (with record call option)				✓					
» Use of Mobile Applications and Social Media				✓					
<b>• ACCESS CONTROL</b>									
» Office, Storeroom or Security Classroom Function Locks	✓	✓	✓	✓					
» Stand-Alone Electronic Locks With Fob			✓	✓					
» Networked Electronic Locks				✓					
<b>• VIDEO SURVEILLANCE</b>									
» Fixed Camera Coverage of All Common Areas	✓	✓	✓	✓					
» Fixed Camera Coverage of Vestibule and/or Lobby Area	✓	✓	✓	✓					
» Fixed Camera Coverage of Stairwells, Hallways and Restroom Entrances		✓	✓	✓					
» Fixed Camera Coverage of Restricted Areas		✓	✓	✓					
» Audio Analytic Integration			✓	✓					
<b>• DETECTION AND ALARMS</b>									
» Intrusion Detection System Covering All Hallways and Public Areas		✓	✓	✓					
» Intrusion and Duress (Panic) System Unified		✓	✓	✓					
» Intrusion Detection System Covering All Classrooms			✓	✓					
» Unified Communication and Detection System Monitored 24/7				✓					
» Unified Communication and Detection System Monitored by District-Wide SOC				✓					
» Alarms, Communications, Video Surveillance and Access Control Unified				✓					
» Automated Threat Detection				✓					



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